



*Seek inspiration and understanding, Embrace all on their individual spiritual journeys,  
Serve our local and world communities.*

## **Cascade Unitarian Universalist Fellowship**

1550 Sunset Highway N., East Wenatchee, WA 98802 | 509-886-4023 | [www.cascadeuu.org](http://www.cascadeuu.org)

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### **Fundraising Committee Charter – Approved April 11, 2017**

#### **Purpose:**

The Fundraising Committee plans and carries out activities to support the budget from sources both within and beyond the Cascade Unitarian Universalist Fellowship's membership and which further the mission and purpose of Cascade Unitarian Universalist Fellowship.

#### **Membership:**

The Fundraising Committee is composed of three (3) to five (5) members with experience and interest in charitable fundraising events and activities. Volunteers will be recruited by committee members to assist with specific activities. The Committee will elect one member to service as chair for a two-year term.

#### **Commitment:**

Members commit to serve for a minimum of two (2) years and to participate in fundraising events. Meetings will be held quarterly, or as needed, with a quorum of 50% present to conduct business.

#### **Responsibilities:**

- Plan, execute and evaluate fundraising events throughout the year that are in accordance with Board policies. Evaluation includes costs, human capital and income generated, and records of what worked and what needs to be improved.
- In February of each year, provide the Board with a proposed fundraising calendar and budget for the coming fiscal year. The proposal includes potential fundraising activities, dates, anticipated costs, and projected income.
- In April of each year, finalize a written plan and calendar for the coming fiscal year.
- Maintain and organize written and electronic copies of records, reports, forms and correspondence for future reference.

#### **Reporting:**

- In coordination with the Treasurer, provide the Board with a report on each fundraising activity, with costs and income generated, within 30 days of the event or activity.
- Submit a detailed report to the membership at the Annual Congregational Meeting.
- The Board will review the Committee fundraising activities annually.